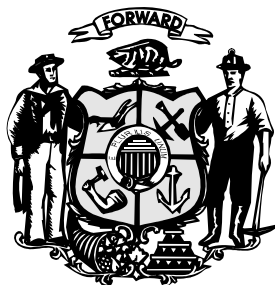


STATE OF WISCONSIN
Public Records Board

SCOTT WALKER
GOVERNOR

Georgia Thompson
Executive Secretary



4622 University Ave., 10A
Madison, WI 53702
Telephone 608/266-2770

Minutes – Approved
Public Records Board
November 11, 2013; 1:30pm – 4:00pm
Legislative Audit Conference Room
22 East Mifflin Street, 4th Floor

Board Members Present: Matthew Blessing, Sandra Broady-Rudd, Carl Buesing, Mary Burke, Scott Kowalski, Bryan Naab, Melissa Schmidt, and Peter Sorce

- 1) **Call To Order:** 1:32 PM
- 2) **Minutes from August 19, 2013 and October 14, 2013:** The Board reviewed the draft minutes and proposed amendments. The minutes were approved as amended by Carl Buesing and Mary Burke.
- 3) **Comments from Chair:** The Board Chair, Matthew Blessing, provided an overview of the new preservation facility to be built at 202 South Thornton Avenue in Madison where the current Mail Transport and Fleet units are located. This facility will include the Veterans Museum, the Wisconsin Historical Society Museum and Library as well as a four story preservation wing. The State Building Commission approved the project on August 7, 2013. The project will be presented to the neighborhood Association in late November. If approved, demolition of the old facility will begin mid-January 2014. The new site includes enough space for significant expansion should it be needed in the future.
- 4) **Committee Reports:**
 - a) **Records Management Committee:** The Committee Chair, Bryan Naab, said the draft language for the Public Records Board Record Series Index requested at the August 19, 2013, meeting has been drafted but has not been reviewed by committee members yet. He said the committee would review it and have a draft for the Board's review at the first meeting in 2014.

The Committee Chair reported on the records retentions dispositions authorization submissions from state agencies and local units of government. Of note, this Public Records Board Record Series Index includes the renewal of the Purchasing and Procurement General Schedule. Additionally, Lakeshore Technical College submitted a comprehensive set of record series' which is the first of its kind from a Technical College. A motion was made to approve the Public Records Board Record Series Index as submitted. Bryan Naab and Mary Burke approved.
 - b) **Records Resource Management Committee:** The Committee Chair, Sandra Broady-Rudd, reported that work continues on the Web Records Guidance document. The document is currently being reviewed by the Division of Enterprise Technology at the Department of Administration and then it will go to the Administrative Officers Council.

The Committee Chair requested the Board's sponsorship of the annual ARMA conference to be held at the Fluno Center on April 30, 2014. As in years past, there is no monetary commitment. The Board Chair will be asked to say a few words at the beginning of the conference as usual. The Board members all agree this is good outreach and welcome the opportunity to sponsor the conference again.
 - c) **Records Officer Council:** The Council Chair, Georgia Thompson, provided updates on the progress of General Schedules as follows: Motor Vehicle renewal was reviewed by agency fleet managers. It will be sent to various other stakeholders in December for review and to the Administrative Officers Council

at their first meeting in 2014. Aircraft will be included in this renewal. The Council Chair expects to submit the general schedule to the Records Management Committee for the second quarter 2014 review cycle. The development of a Legal Records General Schedule began October 30, 2013. The workgroup is comprised of several inter-agency legal counsel representatives. The draft is expected to begin review by various stakeholders in December and be submitted to the Records Management Committee for the second quarter 2014 review cycle. The Council Chair noted that five general schedules will sunset in 2016 and said the Council would like to begin reviewing them in late 2014 to avoid a bottleneck in 2016 with the Board's consent. The Board members agreed that was a good idea.

The training committee is continuing its work on a training toolkit for all levels of employees. The Council also discussed reviewing the Introduction to General Schedules document to ensure the information it contains is still current. It then will be used as the primary reference document for all general schedules instead of replicating so much content at the front of each individual general schedule.

The Council Chair said she will be drafting a list of changes, technical vs. substantive, which the Executive Secretary may make to general schedules without the Public Records Board's approval. The Records Management Committee will be asked to review the list in 2014 for approval.

The Council Chair distributed the proposed website layout changes as requested by the Board during the August 19, 2013, meeting for review and discussion. The Board requested that an introductory paragraph be added to the Meeting Materials landing page and offered suggestions as to the wording. The Board decided the agenda should be posted prior to a meeting, but the minutes and Public Records Board Record Series Index will be posted after they are approved. The Board also decided to begin these postings with 2013 materials. Board members agreed that all documents posted should be in a searchable PDF. The Board Chair asked the members if they agree to give Georgia Thompson and Kathryn Egeland latitude to complete this work without further review by the Board, everyone agreed.

- d) **Policy Committee:** The Committee Chair, Matthew Blessing, reported the committee met on September 27, 2013. He noted that scheduling will be flexible but typically 2 to 3 weeks before or after the Board meeting. The committee's discussion topics will be addressed later on the agenda as they are specific to items under Other Business.

5) Other Business:

- a) **2014 Schedule:** The Board reviewed the proposed 2014 schedule. The schedule was approved as amended by consensus.
- b) **Statutory Requirements Checklist – Draft Document:** The Board Chair distributed a checklist to the Board members, which the Policy Committee reviewed earlier. This checklist was designed to be a self-assessment tool for the Board regarding its statutory directives and authority. The Board discussed some of the responsibilities listed, but decided they were not going to address them in their entirety at this meeting. Many of the Board members said they expected this document to contain notations on how the Board is fulfilling each of these points and requested that this information be added to the document. The Board members also asked that the responsibilities more clearly identify the actual wording of the statutory directive, especially regarding distinctions of 'shall' or 'may'. Mary Burke offered to review the citations and recommend wording changes. Georgia Thompson and Kathryn Egeland will add notes to the responsibilities and provide specific information on the Personally Identifiable Information registry.
- c) **Proposed Amendments to 15.105(4):** The Board Chair gave an update on the proposed statutory amendments. Proposed changes from Public Records Board voting to non-voting members were discussed. When the discussion concluded, it was decided that as the amendment process moves forward, the proposal will include changing the Legislative Audit Bureau member to non-voting. The Legislative Reference Bureau member will remain as a voting member with no change proposed. The

Board Chair will revise the white paper on statutory changes and the draft legislative language accordingly, circulate them to Board members for review and comment, and then submit them to the Historical Society legislative liaison.

- d) **Public Records Board Annual Report:** The Board Chair asked the members for input on the best time of year to send out the annual report. After receiving their input it was decided that the report should be distributed in January. He noted that there are several good things to report, especially regarding training. The Executive Secretary will work with the Board Chair to draft the report.
- e) **Vital Records Publication:** The Board Chair stated that he was contacted in mid-September regarding a website in Brown County, labaye.org. that published uncertified 19th century vital records in violation of Wis. Stats. § 69.21. Additionally, the website published manuscripts, photographs, and maps without citing the proper sources. The Policy Committee discussed the issue at their meeting on September 27, 2013, and recommended that the Chair contact the Brown County Register of Deeds which he subsequently did. He also contacted several industry experts to assess how common it is that this type of violation is a felony, which it is in Wisconsin. He discovered it is not commonly a felony and we are one of only 10-15 states that list it as such. Mr. Blessing has also been made aware that there may be future legislation proposed to decriminalize the publication of 19th century vital records. The Board Chair asked for guidance from the Board members regarding if and how they would like him to proceed. The Legislative Reference Bureau designee refrained from the discussion and decision at this time. The Board concluded that although this situation is serious it is outside the Board's responsibilities and area of authority so no further follow-up from the Board is warranted. The Board Chair noted that he will follow-up with this situation in his role at State Archivist.

Meeting Adjourned at 3:51 PM.

The next regular meeting is scheduled for March 3, 2014, 1:30 – 4:00pm, at the Legislative Audit Bureau, in Conference Room, 4th Floor.